

MANCHESTER TOWNSHIP BOARD OF SUPERVISORS

December 12, 2023

MEETING

The Manchester Township Board of Supervisors held its regularly scheduled and duly advertised meeting on Tuesday, December 12, 2023, which was called to order at 6:00 p.m. by Chairman Brandstedter.

PARTIES PRESENT

Rodney K. Brandstedter, Chair
Beth Brennan, Supervisor
Debra K. McCune, Supervisor
Craig Miller, Supervisor

Timothy R. James, Manager/Secretary
Kim A. Hackett, Asst. Secretary
Lawrence V. Young, Solicitor
BJ Treglia, P.E., Engineer
Daniel Hoff, YAUFR Fire Chief

PUBLIC COMMENT

Mr. Brandstedter invited the public to ask questions or offer comments about any item on the agenda as the Board considers each item. He advised that the Board would recognize the public at the conclusion of the agenda items for any questions or concerns about non-agenda items.

RECOGNITION OF PUBLIC SERVICE

Mr. Brandstedter presented Ms. Brennan with a service plaque for her 6 years of service as a Supervisor for Manchester Township. The Board members thanked her for her service and wished her well in her future endeavors.

APPROVAL OF MINUTES

Mr. Miller made a motion, seconded by Ms. Brennan, to approve the minutes of the November 14, 2023 meeting.

Motion carried. Ayes-4 Nays-0.

UNFINISHED BUSINESS

Resolution #2023-20 - 2024 Budget Adoption

As summarized in item #2 of the manager's report, Mr. James reported the proposed 2024 budget discussed in previous meetings was advertised as required. Mr. James reported the budget maintains 2023 tax and sewer rate levels. Ms. Brennan made a motion, seconded by Ms. McCune, to adopt Resolution #2023-20 that adopts the 2024 budgets as proposed and distributed on November 14, 2023.

Motion carried. Ayes-4 Nays-0.

Alert Fire Company

As summarized in item #3 of the manager's report, Solicitor Young provided a draft open-end mortgage and security agreement and term note to the Board of Supervisors for feedback in relation to a township contribution to Alert Fire Company capital improvement project at Alert Fire Company facility at 3118 N. George Street. After a lengthy discussion, the Board of Supervisors stated they will continue to review the documents and look for feedback from the Alert Fire Company for future consideration.

Ordinance #2023-05 – Parking Restriction on Portion of Masonic Drive

As summarized in item #4 of the manager's report, Ms. Brennan made a motion, seconded by Ms. McCune, to adopt Ordinance #2023-05 establishing a parking prohibition be established on the west side of Masonic Drive from 50 feet north of the northern driveway to approximately 150 feet south of the southern driveway at 424 Masonic Drive.

Motion carried. Ayes-4 Nays-0.

Traffic Studies

As summarized in item #5 of the manager's report, Traffic Engineer Henise was present to discuss the Leaf Street and Harvest Drive traffic volume concerns. After a lengthy discussion, the Board of Supervisors chose to evaluate the matter in the future after the completion of the traffic signal improvement project at the Susquehanna Trail and Stillmeadow Lane intersection.

NEW BUSINESS**Holy Saviour Cemetery – Final Land Development Plan – Review #2023-10**

John Luciani of First Capital Engineering Inc. was present to present the final land development plan for Holy Saviour Cemetery, 3420 Susquehanna Trail, located in an Industrial (I) zoning district. Mr. Luciani explained the cemetery owners would like to demolish the existing prefabricated building and construct a new building. Mr. Miller made a motion, seconded by Ms. Brennan, to approve the following waivers:

- 1) Section 303.1 – Preliminary plan approval
- 2) Section 709.1 – Sidewalks

Motion carried. Ayes-4 Nays-0.

Mr. Miller made a motion, seconded by Ms. Brennan, to adopt the final land development plan for Holy Saviour Cemetery (Review #2023-10) subject to the completion of the satisfaction of open items.

Motion carried. Ayes-4 Nays-0.

Traffic Signal Maintenance Contract Award

As summarized in item #7 of the manager's report, Ms. McCune made a motion, seconded by Ms. Brennan, to authorize the Chairperson or Vice-Chairperson to execute a three (3) year traffic signal maintenance agreement with C.M. High, Inc., for the traffic signal maintenance of thirty-two (32) traffic signals/flashers in Manchester Township.

Motion carried. Ayes-4 Nays-0.

Olde York, LLP Zoning

As summarized in item #8 of the manager's report, Attorney Stacey MacNeal was present on behalf of Joe Scerbo, owner of Olde York, LLP, to discuss a consideration to amend zoning on three Olde York, LLP parcels in the Amelia Street – Blackbridge Road area from Industrial (I) to Residential High (H). The Board of Supervisors by consensus stated they will wait until the completion of the updated comprehensive plan before considering any zoning changes.

Road Closure Request

As summarized in item #9 of the manager's report, Engineer Treglia reported on a request by Manchester Commerce developer to close a section of the Susquehanna Trail from Raintree to Canal Roads for a two week period to complete utility work within the roadway. Engineer Treglia reported the receipt of two detour options to support the closure request. After a lengthy discussion, the Board of Supervisors requested PennDOT, Conewago Township and East Manchester Township consider the detours before considering closing the Susquehanna Trail.

CPA Appointment – 2023 Financial Statements

As summarized in item #10 of the manager's report, Ms. Brennan made a motion, seconded by Ms. McCune, to appoint Kochenour, Earnest, Smyser and Burg, CPA to complete the township audit/financial report for 2023.

Motion carried. Ayes-4 Nays-0.

Bid Authorization – 2024 Construction Materials/Equipment Rental

As summarized in item #11 of the manager's report, Ms. McCune made a motion, seconded by Ms. Brennan, to authorize staff and/or consultants to prepare specifications using prevailing wage rates and to advertise for bids for contracts for supplying construction materials and equipment rentals for the period of May 1, 2024 until April 30, 2025 with the bid opening by the staff to be scheduled prior to the regular April 9, 2024 Board meeting.

Motion carried. Ayes-4 Nays-0.

Bid Authorization – 2024 Budget Capital Projects

As summarized in item #12 of the manager's report, Ms. Brennan made a motion, seconded by Mr. Miller, to authorize staff and/or consultants to prepare the design, specifications, bidding documents and advertisements for the capital projects which

were included in the capital reserve fund budget, ARPA fund and sewer operating fund 2024 budget, as well as projects utilizing fund balance per Board direction.

Motion carried. Ayes-4 Nays-0.

Resolution #2023-21 – YAUFR DCED Grant Sponsorship

As summarized in item #13 of the manager's report, Fire Chief Hoff reported on a YAUFR submission of a Local Share Account Statewide grant request for \$60,500 through the Pennsylvania Department of Community and Economic Development (DCED) of which requires a municipal sponsorship. Mr. Miller made a motion, seconded by Ms. McCune, to adopt Resolution #2023-21 authorizing Manchester Township to submit a Local Share Account Statewide grant to DCED on behalf of YAUFR for the amount request of \$60,500 toward the outfitting of Ford F250 for brush and wildland fire operations for YAUFR.

Motion carried. Ayes-4 Nays-0.

Sewer Reservation Agreement

As summarized in item #14 of the manager's report, Ms. Brennan made a motion, seconded by Ms. McCune, to authorize the Chairperson or Vice-Chairperson to execute sewer reservation agreement for one (1) EDU (York City Treatment Plant) for 3420 Susquehanna Trail.

Motion carried. Ayes-4 Nays-0.

RECOGNITION OF PUBLIC PRESENT

In accordance with Act 93 of 1998 (Sunshine Law), Mr. Brandstedter recognized any participants who wished to address the Board. No comments were made at this time.

OTHER BUSINESS/REPORTS

Fire Chief Hoff provided an update on fire grant activity with YAUFR.

Mr. James requested guidance on the consideration of live streaming Board of Supervisors meetings in the future.

The Board of Supervisors by consensus agreed the 2024 meeting day/times remain the same as 2023.

APPROVAL OF VOUCHERS

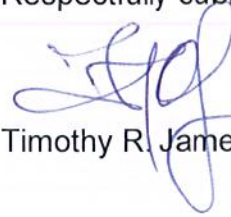
Ms. McCune made a motion, seconded by Ms. Brennan, to approve the payments of the vouchers as listed on the Treasurer's Checks Vouchers Lists: November 30 and December 12, 2023.

Motion carried. Ayes-4 Nays-0.

ADJOURNMENT

Being no further business, Ms. Brennan made a motion to adjourn the meeting at 7:18 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'T. James', is written over the printed name.

Timothy R. James, Secretary

TRJ/jas